

# **QUONSET DEVELOPMENT CORPORATION**

## **STRATEGIC PLANNING COMMITTEE MEETING**

**August 17, 2009**

**A meeting of the Strategic Planning Committee of the Quonset Development Corporation (the “Corporation”) was held at 4:30 p.m. on Monday, August 17, 2009 at the offices of the Corporation located at 95 Cripe Street, North Kingstown, Rhode Island, pursuant to notice to all members of the Strategic Planning Committee and a public notice of the meeting as required by the Bylaws of the Corporation and applicable Rhode Island Law.**

**The following members constituting a quorum were present and participated throughout the meeting as indicated: Robert H. Breslin, Barbara Jackson, John G. Simpson and Sav Rebecchi. Also present were: Kevin M. Barry, Finance Director, Katherine Trapani; Planning Manager, Jill Sherman; Administrative Assistant, all participated as indicated:**

### **1. CALL TO ORDER:**

**The meeting was called to order at 4:30 p.m. by Chairperson John Simpson.**

### **2. DISCUSSION:**

## **A. Strategic Operating Plan**

**Mr. Simpson stated this meeting was being held as a follow up to the meeting held on August 4, 2009 as apparently some members of the Board of Directors were not notified of the previous meeting. Mr. Simpson explained that the purpose of the previous meeting was to get feedback on the Operating Plan Outline (Exhibit A) and the Critical Success Factors (Exhibit B) provided to the Board at the June meeting.**

**Mr. Simpson asked Mr. Barry if the staff received any email comments from the Board members. Mr. Barry confirmed that the only email came from Mr. Rebecchi. Mr. Rebecchi, who was present, expounded on his email stating that he felt that one of the operating units should contain a person or group to interface with the Board and provide updates on their progress on the Critical Success Factors and Operating Model. Additionally, there should be some education and orientation for new members. Mr. Simpson suggested that under Operating Unit Goals; an annual or semi-annual assessment of goals and how well they were achieved. Mr. Simpson remarked that perhaps there should be some wording in the Operating Plan regarding a Board and how it interacts with the Staff. Mr. Barry added that he thought it would be make good sense to combine the Strategic Planning Committee and Audit Finance Committee to report on the status of these goals to the Board.**

**Mr. Simpson asked if some of this discussion was covered in the Bylaws. Mr. Barry noted that orientation of Board members is already accounted for under the Corporation's bylaws; however, reviewing the operating units and reporting progress on their goals would be different. Ms. Jackson suggested that an item be added to the Corporation's transaction sheet noting how the item the Board is voting on fits into those goals.**

**Mr. Breslin joined the meeting at 4:36 p.m.**

**Mr. Simpson asked Mr. Laramée and Mr. Patterson, who were also present, if they had any additional comments.**

**Mr. Patterson noted that the language of item #7 on the Critical Success Factors had not been changed to, "Ensure the maintenance of all", from "Maintain all".**

**Mr. Patterson asked if there was any way of knowing what specific acreage amount is needed to support the port operations as indicated in item #6.**

**Mr. Barry noted that number is a moving target and may change over time.**

**After some discussion, the Committee decided to change the wording in item #6 to, "Lease sufficient acreage dedicated to port usage to support profitable port operations". The Committee also noted that**

**“Port” should be removed from item #3 as it was not part of the public works obligation to just break even.**

**Mr. Rebecchi questioned Mr. Breslin on his feelings regarding the process of bringing new Board members up to date and his experiences as a relatively new member. Mr. Breslin noted that he felt there was no real program in place. After further discussion, the Committee decided that orienting new Board members should be a specific goal of the Administration and the topic should be flagged for follow up but did not need to be added to the Outline at this time.**

**Mr. Simpson noted that, “8 goals (now the Critical Success Factors) and revised as listed below:” should now be removed as a heading on the Critical Success Factors (Exhibit B).**

**There being no further business to come before the Committee, upon motion duly made by Ms. Jackson and seconded by Mr. Rebecchi the meeting was adjourned at 4:53 p.m.**

**Respectively submitted:**

**By: \_\_\_\_\_**

**Kevin M. Barry**

**Finance Director**